


ADMINISTRATIVE - INTERNAL USE ONLY

17 MAY 1988

FBIS-6438-88
notice issued



MEMORANDUM FOR: Director, Foreign Broadcast Information Service

FROM:

 Director of Information Technology

SUBJECT:

 Outage of Computer Center Services-
 Memorial Day Weekend

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1. I want to share with you some important information about the relocation of the Computer Center from Room GC03, Headquarters Building, to the New Headquarters Building during the Memorial Day weekend, 27-30 May 1988. Beginning at 4 p.m. on Friday, 27 May, there will be a total outage of all systems and services provided by the center; i.e., VM1, VM2, VM3, and database management systems such as GIMS and IDMS/R. The 3-day weekend was selected to minimize the impact on our customers. We will work around-the-clock until all systems and applications have been relocated, tested, and returned to full operational capability on Tuesday morning, 31 May.

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2. The OIT Service Desk will be the control point and information center for the entire period of the relocation. We have planned a customer notification system whereby component ADP Control Officers (ADPCOs) will remain in contact with the OIT Service Desk in order to keep you informed of our progress. Moreover, we have asked all ADPCOs to design and implement test plans for their components. We anticipate the systems will be available for applications testing by noon on Monday, 30 May.

3. Although two detailed employee bulletins recently were published on the Computer Center move, please ensure that all of your employees are informed and that your ADPCOs have completed their planning. You also may wish to remind your employees that this will be a total system outage for all Center services.

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4. Our highest priority in this relocation is to restore full capability to the Computer Center with minimal impact on customer operations.

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